Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10449
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 11

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 5

Postponements. All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

Released under the John F. Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note). Case#:NW 88326 Date: 2025

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10449

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 06/01/77
PAGES : 10

SUBJECTS :
HSCA, ADMINISTRATION
JACKSON, MARGO

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

[R] - ITEM IS RESTRICTED

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Margo E. Jackson	12/31/78
Employee Social Security Number	**Type of Action**
437-92-5320	☐ Appointment ☐ Salary Adjustment ☐ Title Change ☒ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business________________) Specify Date
Employing Office or Committee/Subcommittee	
Assassinations	

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

Position Title	Gross Annual Salary*

* If employee is a civil service annuitant (includes U S House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office

(If Committee Employee, complete appropriate item below)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level_______ Step_______

I certify that this authorization is not in violation of 5 U.S.C 3110(b), prohibiting the employment of relatives

Date January 2, 1979

____
(Signature of Authorizing Official)

LOUIS STOKES
(Type or print name of Authorizing Official)

CHAIRMAN
(Title - If Member, District and State)

____
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

____
(Type or print name and title of above official)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration

APPROVED: _______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00 as of __________________

ID ____________________

Benefits ____________________

Payroll ____________________

(Revised August 1, 1977)

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Margo E. Jackson	6/1/78
Employee Social Security Number	**Type of Action**
437-92-5320	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business________________) Specify Date
Employing Office or Committee/Subcommittee	
Assassinations	

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

Position Title	Gross Annual Salary*
	$16,100

* If employee is a civil service annuitant (includes U S House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☑ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below)

Position Number______________ If applicable, Level_______ Step_______

I certify that this authorization is not in violation of 5 U.S C 3110(b), prohibiting the employment of relatives.

Date June 7, 19 78

____
(Signature of Authorizing Official)

____
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

LOUIS STOKES, BHAIRMAN
(Type or print name of Authorizing Official)

____
(Type or print name and title of above official)

____
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00 as of ________________________

ID ____________________

Benefits ____________________

Payroll ____________________

(Revised August 1, 1977)

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Margo E. Jackson	December 1, 1977
Employee Social Security Number	**Type of Action**
437-92-5320	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business________________ Specify Date)
Employing Office or Committee/Subcommittee	
Assassinations	

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

Position Title	Gross Annual Salary*
Document Clerk	$15,000

* If employee is a civil service annuitant (includes U S House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level_______ Step_______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives

Date December 1, 1977

[signature] (Signature of Authorizing Official)

Louis Stokes (Type or print name of Authorizing Official)

______________ (If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

eb ______________ (Type or print name and title of above official)

Chairman (Title – If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration

APPROVED:______________________
Chairman, Committee on House Administration

Office of Finance use only:	
Office Code__________	ID ______________
	Benefits ______________
Monthly Annuity $________.00 as of ______________	Payroll ______________

(Revised August 1, 1977)

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D C 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action

Employee Name (First-Middle-Last)	Effective Date
Margo E. Jackson	8/2/77
Employee Social Security Number	**Type of Action**
437-92-5320	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information)

Position Title	Gross Annual Salary
Document Clerk	12,000

(If Committee Employee, complete appropriate item below)

1. ☐ Standing Committee Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee Authority—H Res. 465 of 95th Congress
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 USC 3110(b), prohibiting the employment of relatives

Date August 2, 19 77

[signature]
(Signature of Authorizing Official)

LOUIS STOKES
(Type or print name of Authorizing Official)

CHAIRMAN
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration

APPROVED:____________________
Chairman, Committee on House Administration

Office of Finance use only·

Office Code________

Monthly Annuity $________00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D C 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Margo E. Jackson	6/1/77
Employee Social Security Number	**Type of Action**
437 92 5320	[X] Appointment ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information)

Position Title	Gross Annual Salary
Document Clerk	$10,000

(If Committee Employee, complete appropriate item below)

1. ☐ Standing Committee Staff—☐ Clerical or ☐ Professional
2. [X] Special or Select Committee: Authority—H Res 465 of 95th Congress
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives

Date June 1, 1977

[signature]
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration

APPROVED.__________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code______

Monthly Annuity $______ 00

FO 6/2

Copy for Initiating Office or Committee

MEMORANDUM

TO: ALL STAFF

RE: Payroll Certification

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

The following are the relationships to be included in the certification:

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

[X] I am not related to any current (95th Congress) Member of Congress.

[ ] I am related to a current (95th Congress) Member of Congress. (Please specify.) ______________________________

____

Margo E. Jackson
Signature of Employee

June 1, 1977
Date

<u>MEMORANDUM</u>

TO: Tom Howarth

FROM: Steve Fallis

DATE: May 25, 1977

RE: Employment of Margo Jackson and Budget Assistant

We have received approval to hire a staff assistant for the Budget Office and Margo Jackson as a document clerk for research. Please notify Donovan re Jackson and get starting date. I believe she is available immediately. Please see accompanying papers.

MEMORANDUM

TO: Tom Lambeth

FROM: Steve Fallis

DATE: May 23, 1977

RE: Employment of Margo Jackson

Research has interviewed and wishes to hire Margo Jackson for the position of document clerk. She is available immediately. I have spoken to Ms. Jackson and find her suitable. I have offered her a position for $10,000 per year subject to approval by the Chairman. I have attached her resume. Please notify me when the Chairman approves her appointment.

MEMORANDUM OF CALL

TO: Donovan

- [x] YOU WERE CALLED BY—
- [ ] YOU WERE VISITED BY—

Margo Jackson

OF (Organization)

re: Jim Harper

- [x] PLEASE CALL ⟶ PHONE NO. CODE/EXT. 331-2457
- [ ] WILL CALL AGAIN
- [ ] IS WAITING TO SEE YOU
- [ ] RETURNED YOUR CALL
- [ ] WISHES AN APPOINTMENT

MESSAGE

Working 526-7023 Home

* Jane Godfrey has resume

RECEIVED BY	DATE	TIME

STANDARD FORM 63
REVISED AUGUST 1967
GSA FPMR (41 CFR) 101-11 6
GPO : 1969—o48—16—80341-1 332-389
63-108

MEMORANDUM OF CALL

TO: Donovan

☒ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

Margo Jackson

OF (Organization)

☐ PLEASE CALL → PHONE NO. CODE/EXT.

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

331-2439

MR.

RECEIVED BY	DATE	TIME
Mary	5-18	1:45

STANDARD FORM 63
REVISED AUGUST 1967
GSA FPMR (41 CFR) 101-11.6

GPO : 1969—o48—16—80341-1 332-389

63-108

RESUME ROUTING FORM

JACKSON

SECRETARY

Received 4/20/77 Logged by ____________

[ ] Congressional Referral ____________ [✓] Self [ ] Other ____________

Comments on Referral ____________

Abstracted by dlm Date 4/27/77

Acknowledged by dlm Date 4/27/77

Staff Component Review by ____________ Date ____________

Recommended Action: [ ] File [ ] Interview [ ] Hold [ ] Refer ____________

REQUEST FOR APPOINTMENT Interviewer ____________ Suggested date ____________ Suggested time ____________

Confirmed date ____________ Confirmed time ____________ by ____________

REQUEST FOR REFERENCES [ ] Hold for ____________ Date Notified ____________

INSTRUCTIONS

Donovan OK $10,000/year
qit

SPRAGUE INTERVIEW REQUEST By ____________ Suggested date ____________ Suggested time ____________

Confirmed date ____________ Confirmed time ____________ by ____________

LETTER OF NOTIFICATION by ____________ [ ] Acceptance/Date of employment ____________ [ ] Rejection

M E M O R A N D U M

May 26, 1977

TO: Tom Howarth
Budget Officer

FROM: Donovan L. Gay
Chief Researcher

RE: Margo Jackson

Please be advised that pursuant to the approval by Chairman Stokes, Ms. Margo Jackson is to join the Research/Document Unit as a Document Clerk on June 1, 1977.

She shall report directly to me.

Thank you.

mcp